



**SPECIAL ORDER**

No. 977

Series of 2022

**SUBJECT : RECONSTITUTION AND STRENGTHENING OF THE COMMITTEE ON DECORUM AND INVESTIGATION OF SEXUAL HARASSMENT CASES (CODI) IN THE DEPARTMENT OF AGRICULTURE**

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Pursuant to the Civil Service Commission Memorandum Circular No. 11 Series of 2021, the Committee on Decorum and Investigation of Sexual Harassment Cases in the Department of the Agriculture Central Office is hereby reconstituted as follows:

**1. COMPOSITION**

**Chairperson:**

**MS. ANNRAY VILLOTA RIVERA**

Deputy Executive Director, PHILFIDA  
Vice-Chairperson, DA GAD Focal Point System (GFPS) and Program Director for Gender Equality and Social Inclusion (GESI)

**Co-Chairperson:**

**ATTY. ROLAND A. TULAY**

OIC- Director, Administrative Service

**Members:**

**ATTY. ABRAHAM P. GUIAO**

Chief, Research and Regulations Division,  
Legal Service

**MS. JESSAMIN B. ARANAS**

Administrative Officer V  
Personnel Division

**MS. SCILLA H. LEGASPI**

OIC - Chief  
Human Resource Development Division (HRDD)

**MS. SUSAN L. DEL ROSARIO**

Records Division  
President, DA Employees Association (DAEA)

**MS. MARITES D. BERNARDO**

Head, Secretariat, Gender and Development (GAD)  
Focal Point System (GFPS)/GESI

**MR. BERNARDO C. CUNANAN**  
Information Communication Technology Service  
First Level Representative, DAEA

**MR. ALVIN PAUL I. DIRAIN**  
Project Development Service (PDS)  
Vice-President, DAEA

**Secretariat: MR. EUGENE R. PUENTE III**  
Secretariat, GAD/GESI

## **2. DUTIES AND RESPONSIBILITIES OF CODI**

- a. Receive complaints of sexual harassment;
- b. Investigate sexual harassment complaints including preliminary investigation in accordance with the prescribed procedure;
- c. Within ten (10) days from the termination of the conduct of the investigation, submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
- d. Ensure the protection of the complainant from retaliation and guarantee confidentiality to the greatest extent possible as well as ensure that the respondent is given the opportunity to be properly notified of and respond to the charge/s and that parties are given information on the hearings and its outcomes;
- e. Lead in the conduct of discussions about sexual harassment within the agency to increase understanding and prevent incidents of sexual harassment.
- f. Shall spearhead the conduct of capability building activities in all DA Offices so as to equip personnel, particularly CODI members, on gender sensitivity, gender-based violence and in handling sexual harassment cases and on other provisions of the CSC MC 11 S 2021. This will be done in collaboration with the Human Resource Development Division (HRDD) and the Personnel Division of the DA Central Office, as well as with their counterpart Human Resource Officers (HRMOs) in all DA Offices namely: the DA Regional Field Offices (RFOs), Bureaus, Attached Agencies and Attached Corporations.

## **3. TERM OF SERVICE AND REPLACEMENT OF EACH CODI MEMBER**

The CODI members shall serve for two (2) years and shall be replaced in cases of retirement, resignation or separation from government service through the issuance of a Special Order. In all cases, the prescribed number of women members shall be not less than half (50%) of the total members and the Chairperson shall be a woman as specified in the Safe Spaces Act (RA 11313).

The expenditures to be incurred in the performance of the above mentioned functions of CODI, such as for programs, activities and projects (PAPs) for the implementation of a *Gender-Based Violence and Sexual Harassment Free*

*Department of Agriculture* shall be covered by the GAD Budget of the concerned offices of the DA, which is at least 5% of the total appropriation of the department, subject to the availability of funds, and the usual accounting and auditing rules and regulations pursuant to COA Circular 2014-01.

Special Order Number 643 Series of 2021 is hereby revoked and superceded accordingly.

This order shall take effect immediately and shall remain in force until revoked in writing.

Done this 9th day of November 2022.

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



DA-CO-OUHVCR-C-SO20221026-00020